

**State of Tennessee  
Sourcing Event 34101-11599**

**SCOPE OF WORK**

**VEGETATION REMOVAL FROM AN AREA  
OF VOLUNTEER TRAINING SITE SMYRNA FOR  
TENNESSEE ARMY NATIONAL GUARD**

**1.0 INTRODUCTION / BACKGROUND**

The Tennessee Army National Guard (TNARNG), as an agent of the National Guard Bureau (NGB), is responsible for the prudent management of natural resources on all of its properties. The largest of these properties, the Volunteer Training Sites (VTS), are managed in accordance with Integrated Natural Resource Management Plans (INRMPs) which guide all activities that may impact natural resources on a site. The Sikes Act, AR 200-1, and INRMP mandate managing the installation for ecological health, which sometimes requires vegetation control due to the lack of a natural fire cycle to control its density. The INRMPs guide the management of vegetation, and invasive pest species if present on installations.

An area on VTS-Smyrna needs to be cleared of vegetation, other than trees, due to being overgrown by both native vegetation and invasive pest plants (IPPs). TNARNG wishes to set the area back in succession by clearing the vegetation, removing it from the site and chipping it up, and chemically treating the cut bases of IPPs to kill them. TNARNG will then manage regrowth to accomplish a more desirable understory composition and density. Care must be taken in vegetation removal as the 10 ac. area contains an old cemetery.

**2.0 OBJECTIVE**

The objective of this project is to remove all vegetation except trees from the 10 ac. area (see attached maps). All invasive pest plants, native shrubs, woody or hard stemmed forbs, and river cane must be cut flush with the surface of the ground. Tree species less than 2 in. in diameter at breast height (DBH) must also be cut flush with the ground. Non-native IPP stumps cut flush with the surface (does not include native river cane) must be chemically treated to aid in killing their root systems and preventing re-sprouting. Grasses and forbs with non-woody or non-hard stems should be cut close to the ground (1 in.), but need not be cut flush with the ground's surface. All cut woody stems, and any chopped up herbaceous vegetative remains greater than 1-2 in. deep, must be removed from the site and chipped. Chips may be dispersed/sprayed outside the perimeter of the site, where they will naturally decompose. Due to the delicate nature of the site and the requirement to remove all woody stems and all chopped up vegetation more than 1-2 inches deep, hand operated rather than vehicle mounted equipment must be used. Downed trees and logs laying on the ground must also be removed from the site, but can just be cut into manageable size pieces, pulled out of the site perimeter, and left un-chipped.

There is a very old cemetery located within the interior of the site. The same vegetation removal must be carried out within the cemetery as well. In the past, some people were buried outside the official cemetery boundaries with no or small burial markers. This project will require great care in avoiding damage to grave markers and other cultural resources. The TNARNG Cultural Resource Manager may be on site during work to observe, provide guidance, and ensure that no cultural resources (ornamental plantings, grave markers, etc.) are damaged. While working within the cemetery area, the contractor needs to be aware of and not remove any possible ornamental vegetation in association with any of the grave markers (unlikely to exist) because they are a part of the cultural landscape. Any one part of the

clearing team should move at a patient and careful pace, especially within the cemetery grounds. They will need to be aware that some markers may be small and hidden by the vegetation (like footstones). The terrain will be undulating and all footsteps should be calculated, as not to potentially fall into a sunken grave plot (collapsed grave shaft). It is critical that the contractor does not damage any cemetery monuments or artifacts (wrought iron fencing) of any kind with any equipment.

### **3.0 SITE**

VTs – Smyrna (Rutherford County, TN): VTs-Smyrna is a relatively small site encompassing 858 acres on either side of Stewart Creek and J. Percy Priest Lake in Middle Tennessee (22 miles southeast of Nashville, TN). It has approximately 456 acres of forestland, including redcedar woodlands, mixed evergreen/hardwood forest, and bottomland hardwood forest, and 117 acres of managed grassland, as well as 170 acres of cantonment area. The training site is bounded by a municipal airport, industrial area, and otherwise a fairly urban environment.

## **4.0 MAJOR REQUIREMENTS**

The following tasks must be completed for the Contractor to successfully accomplish the work under this delivery order:

### **4.1 Task 1: Project Start-Up Meeting and Site Visit**

The Contractor will participate in a phone-in start-up meeting with TNARNG representatives. During this meeting, the Contractor will be furnished with information relevant to the project. They will receive initial orientation, information on coordinating access, and safety briefings from TNARNG personnel. The TNARNG Point of Contact (POC) will be responsible for providing needed information relevant to the project. Upon their first visit to the site, the contractor's crew will receive a brief orientation covering the rules of being on post, and a safety briefing.

Provided information will include the following:

- Maps to and of the work site;

Whenever possible, this information will be provided to the Contractor in electronic format. The Contractor will be responsible for reviewing all provided data.

***Deliverable:***                      ***Kick-off Meeting and Meeting minutes.***

***Performance Period:***    ***Kick-off Meeting within 7 days following Notice to Proceed.***  
   ***Meeting Minutes within 10 days following Notice to Proceed.***

### **4.2 Task 2: Submission of Project Work Plan**

The Contractor will submit for review by the TNARNG POC a Project Work Plan detailing the scheduled stages of the project and the proposed methodology to be used. Only authorized herbicides may be used on TNARNG property. The work plan will include a list of the chemicals to be used so the TNARNG Pest Management Coordinator can ensure they are either on the authorized use list or have them added to the list. The work plan will be completed within 4 days following the start-up meeting. The work plan will be reviewed and approved by the TNARNG

POC within 2 days of receipt. The work plan will include project details in accordance with Section 4.4 of this SOW.

***Deliverable:***                    ***Project Work Plan detailing relevant project details.***

***Performance Period:***   ***11 days following Notice to Proceed and prior to commencing work.***

#### **4.3 Task 3: Vegetation Removal Field Work**

The contractor will conduct vegetation removal in accordance with methods outlined in the project work plan. The Work must meet the requirements described in the objectives section (2.0 Objectives) and is relisted below.

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***Deliverables:***                    ***Removal of vegetation in accordance with performance requirements given above.***  
   ***Monthly status reports on project progress.***

***Performance Period:***   ***60 days from notice to proceed.***

#### **4.4 Task 4: Preparation and Submission of Final Project Report**

The Contractor will provide a brief final report of project performance. The report will indicate all vegetation has been removed from the work site in accordance with the performance requirements given above, dates work was conducted, and pictures of the work area before and after completion to show proper performance. The report will be submitted to the TNARNG POC 70 days of notice to proceed. One electronic copy should be submitted.

***Deliverable:***                    ***Final Project Report***

***Performance Period:***    ***Final report due within 70 days of notice to proceed or by close of contract.***

## **5.0 GOVERNMENT FURNISHED INFORMATION OR MATERIAL**

The TNARNG will provide access to the installations for the necessary field work; however, the Contractor must schedule access through the training site POC and understand that access priority is always given to military training.

## **6.0 CONTRACTOR REQUIREMENTS**

The Contractor shall furnish, except as noted, all labor, materials, equipment, tools, transportation, communications, and supplies required to complete the work in accordance with project specifications, terms of the contract, and this Scope of Work.

The TNARNG POC will serve as the liaison with the training site personnel concerning scheduling of meetings at the facilities and the initial site visits. However, it is the Contractor's responsibility to coordinate all other access to the facility through the training site POC. Access will be provided as necessary to accomplish field work; however, the Contractor must understand that military training activities shall receive first priority with regards to scheduling access to training areas.

All information and data provided by TNARNG to the Contractor is for the purpose of fulfilling this contract. This information is to be protected by the Contractor; it is not to be distributed or utilized for any other purpose under penalty of law.

Upon completion of the Project, the Contractor shall protect and/or return to TNARNG all maps, data or any other materials provided.

## **7.0 DELIVERABLES**

All maps and other information provided by the TNARNG or other contractors under contract to the TNARNG are the property of the TNARNG and shall be returned to the TNARNG upon completion of this Contract.

The deliverables due in fulfillment of this Contract are summarized below. Payments will be made following receipt of deliverables according to the following approximate schedule (payment will not be delayed if a deliverable is provided ahead of schedule):

Time from Notice to Proceed	Deliverable	Payment
7 days	Kick-off meeting	5%

10 days	Kick-off meeting minutes	5%
14 days or prior to field work	Project work plan	5%
Throughout	Monthly progress reports on field work	0%
60 days	Vegetation removal and stump treatment field work.	75%
Contract completion date	Final Report (1electronic copy)	10%

## 8.0 MEETINGS AND REVIEWS

Meetings will be conducted as necessary. At a minimum, this will include:

1. Start-up meeting
2. Review of Project Work Plan – Phone conversation.
3. Monthly Progress Report Reviews – Phone/email.
4. Review of Final Report – Phone/email.

## 9.0 Points of Contact

The VTS-Smyrna on-site POC for this project is CPT Sutherland at (615) 355-3716 ([clinton.b.sutherland.mil@mail.mil](mailto:clinton.b.sutherland.mil@mail.mil)). All visits to Smyrna by the Contractor should be coordinated through CPT Sutherland and SFC Watrous (615) 355-3720 ([james.d.watrous.mil@mail.mil](mailto:james.d.watrous.mil@mail.mil)).

The TNARNG Natural Resources POC is Brian Knapp, (615) 313-0945 ([brian.e.knapp.nfg@mail.mil](mailto:brian.e.knapp.nfg@mail.mil)) or Jonathan Guilford, (615) 313-0768 ([jonathan.r.guilford.nfg@mail.mil](mailto:jonathan.r.guilford.nfg@mail.mil)).

The TNARNG GIS POC is James “Dave” Meadows at (615) 313-0837 ([james.d.meadows.nfg@mail.mil](mailto:james.d.meadows.nfg@mail.mil)). GIS/GPS requests must be coordinated in advance through Mr. Meadows.

All material submissions are to be sent to Brian Knapp, the TNARNG POC, at the following address:

**Tennessee Army National Guard  
JFHQ-TN-FMO-ENV  
ATTN: Brian Knapp  
3041 Sidco Drive  
Nashville, TN 37204-1502**

No TNARNG personnel, other than the Contracting Officer, shall have the authority to change or alter these requirements. The TNARNG POC (Brian Knapp) shall clarify technical points or supply relevant technical information, but no requirements in this statement of work or the scope of work may be altered as a sole result of such verbal clarification.

## 10.0 PERIOD OF SERVICE

The Period of service for this contract shall be nine (9) months from notice to proceed.

**- END OF SCOPE OF WORK –**

**Attachments:**

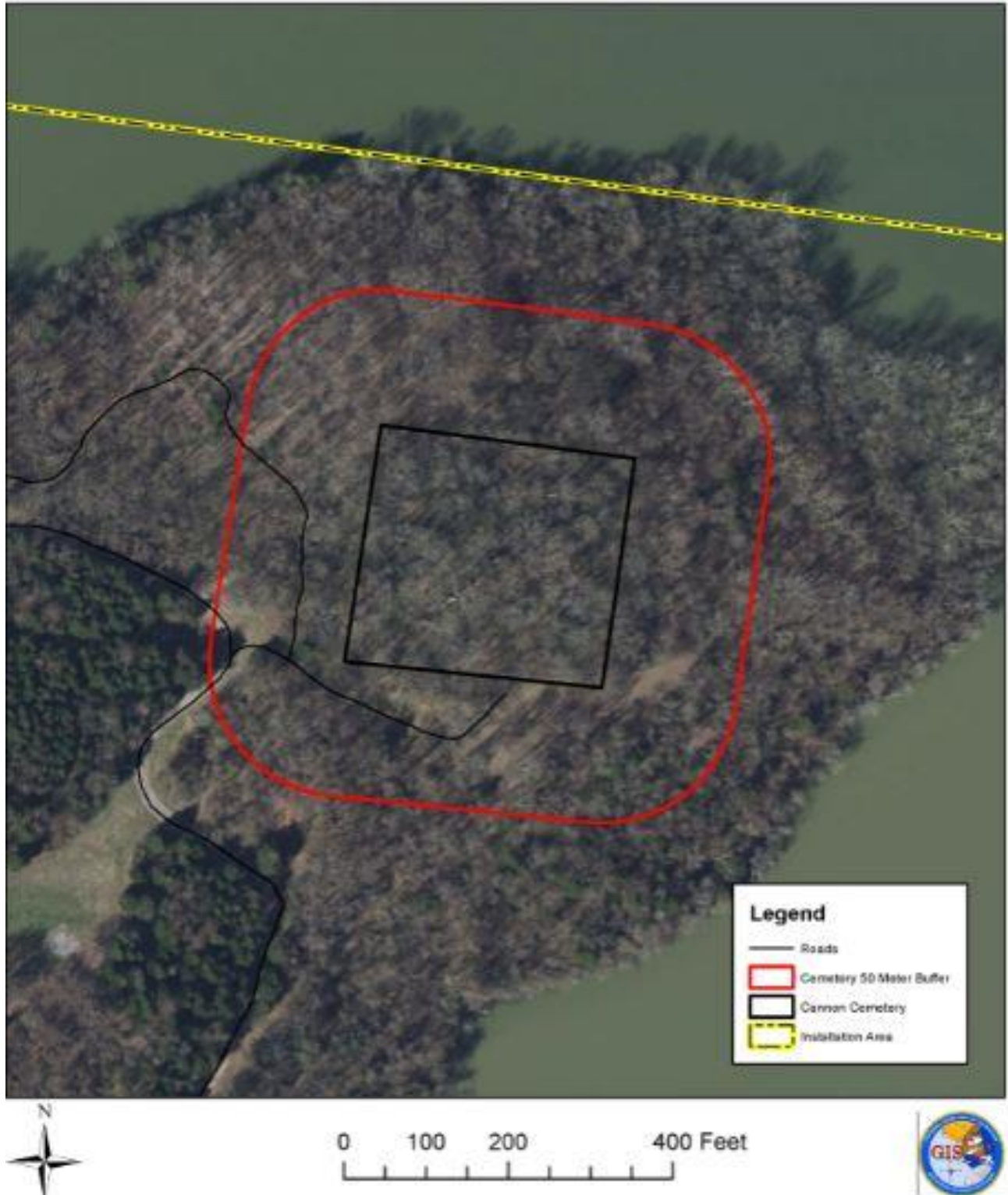


Figure 1. Map of vegetation clearing site.



Figure 2. Map of path from Range Control (sign-in location) to vegetation clearing site.